

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

DISASTER PROJECT SPECIALIST 1

DEFINITION

In a training capacity, learns and performs entry level professional grants planning, analysis and administration work following a state declared disaster or emergency for the Iowa Homeland Security and Emergency Management Division as described in Iowa Code Chapter 29C; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists federal, state and local government partners in the delivery/management of Iowa's Homeland Security and Emergency Management Grant Programs, including the Federal Emergency Management Agency (FEMA) public assistance and hazard mitigation grant programs.

Provides technical assistance to local/state subgrantee officials for compliance with the Code of Federal Regulations, federal program guidance, state program guidance and Office of Management and Budget (OMB) Circulars.

Learns to conduct the state level review and analysis of project applications to determine eligibility and provide recommendations for approval; learns to prepare award letters and grant agreements.

Assists with developing grant plans and scopes of work, grant project budgeting, developing grant requirements for economic and/or benefit cost analysis, writing grant applications, and grant cash management/accounting systems.

Assists with monitoring subgrantee performance to ensure progress is being made toward specific grant program performance and financial objectives through review of specific budgeted grant activities and the details of grant expenditures to ensure eligibility and compliance in accordance with federal and state statutes, rules and regulations.

Assists program manager in the review of pay requests and appropriate support documentation from sub-grantees and other agencies and officials in the preparation of appropriate financial documents to execute pay requests through the grant management and financial management systems.

Drafts correspondence in response to verbal and written inquiries concerning grant programs and develops grant specific and sub-grantee specific reports.

COMPETENCIES REQUIRED

Knowledge of the structure and functions of federal, state and local unit of government.

Knowledge of departmental programs, state, and federal procedures regarding obtaining and administering grants.

Knowledge of accepted accounting practices and principles sufficient to understand state and federal appropriation, accounting and reporting systems.

Knowledge of Office of Management and Budget (OMB) Circulars.

Ability to gather, assemble and analyze facts, draw conclusions and devise solutions to problems in operations to which assigned.

Ability to organize work, attend to detail and follow through to meet program objectives.

Ability to identify and interpret program requirements, policies, regulations and other guidelines.

Ability to compose and write correspondence, speeches and articles using innovative techniques or style.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions and make sound decisions and recommendations.

Ability to make presentations to groups.

Ability to apply advanced mathematical concepts.

Ability to work cooperatively within a team environment.

Skill in computers and Microsoft office programs.

Displays high standards of ethical conduct by refraining from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, Economic, Financial, Engineering, Social, Health or Agricultural studies and one year of full time professional-level experience in grant program planning, analysis or administration work; professional accounting or civil or construction engineering; or professional administrative work;

OR

an equivalent combination of experience and education substituting one year of the required full-time experience for each 30 semester hours of the required education;

OR

graduation from an accredited college or university with a Master's Degree in Business or Public Administration, Economic, Engineering, Financial, Social, Health or Agricultural studies.

NOTE:

Positions require extended work hours and extensive travel.

Employment is only for the duration of disaster recovery services.

Effective date: 03/10 CH